

Assistant's Job Description

Serves as the coordination point between the NIO and USIB Secretariat. Keeps track of and maintains files on most USIB-originated documents. Also ensures that appropriate NIOs receive relevant USIB issuances.

Ensures that the DCI's, EA/DCI's and D/DCI/NIO's USIB books contain the most up-to-date versions of NIO-produced agenda items. Assures that appropriate NIO personnel are apprised of times and dates of both Pre-USIB and USIB.

Compiles all NIO production statistics, maintains log books of Estimates, controls numbers assigned to Estimates and ensures, in conjunction with NIO/RI, that the NIO master file of all Estimative products is current and complete.

Screens a variety of daily intelligence publications for items which may be of interest to the EA/NIO. Also provides excerpts of relevant portions of very sensitive publications for the DCI to the appropriate NIO.

Is available to the D/NIO and EA/NIO for a variety of miscellaneous tasks and serving as general "leg-man." Some of these, while not esoteric, are important and involve coordination with components both within CIA and throughout other agencies of the Intelligence Community.

25 YEAR RE-REVIEW

In the future, the incumbent should probably assume responsibility for the NIO Action Log and serve as "tickler" for suspense items.

The KIQ/KEP Program for both FY 75 and 76 affords good opportunity for further involvement in these time-consuming yet interesting programs.

Duties which will be discontinued:

Compiles a weekly Status of Work in Process report which reflects the status of NIO action projects. This report is disseminated to senior levels of all USIB-member agencies.

Serves as NIO Control Officer for a series of highly sensitive and compartmented DDO reports. Ensures that each report is seen by relevant NIO personnel strictly adhering to the "need-to-know" principle.

*In essence the incumbent, especially if able to devote full time, should endeavor to involve himself in as many projects, especially general administrative tasks, as possible to free the EA/NIO for his more substantive responsibilities.